



JOB ANNOUNCEMENT: Teen Summer Intern

Department: **Cornelius Public Library**
Wage: **\$16.13 per hour**
Duration: **June 1, 2023-August 31, 2023**

Overview:

The Cornelius Public Library is seeking a motivated, equity-minded, and public service-oriented teen between the ages of 16-19 to join our team for the summer! As a Teen Summer Intern, you will work with a Librarian Mentor to experience many aspects of public library work, including assisting with programming and community outreach, providing customer service to library patrons, and more! With your mentor, you will design a related learning project to work on throughout the summer based on your interests and skills. You can expect to gain practical experience in leadership, organization, project management, and customer service while working in a professional setting. This position is funded through a grant from the State Library of Oregon and the Library Services and Technology Act (LSTA).

Essential Job Functions:

- Supports the Youth Services, Adult Services, and Outreach departments in executing programming and outreach for youth and families.
- Under the supervision of an assigned mentor, provides customer service and may assist with ready reference and readers advisory services predominantly to youth and families.
- Shadows library teammates to gain comprehensive knowledge of library work.
- Shadows library Director to gain comprehensive knowledge of City work.
- Under the supervision of an assigned mentor, design a meaningful library project, which will be completed through the course of the internship.

- Be comfortable sharing successes, challenges, and opportunities through a prepared presentation about the internship experience.

Knowledge, Skills, and Abilities

- Basic computer skills
- Ability and desire to work effectively with people from a variety of backgrounds and ages.
- Interest in learning and building new skills.
- Ability to work independently and problem-solve.
- Attention to detail.
- Ability to prioritize tasks and meet deadlines.
- Ability to work collaboratively as a member of a team.
- Ability to communicate effectively orally and in writing.

Minimum Qualifications:

Any combination of training and experience, the required knowledge, skills, and abilities to successfully perform the essential functions of the position may qualify.

- Must be at least 16 years old;
- Entering Junior or Senior year of high school, or first year of college (16-19 years of age).
- No work experience is necessary

Supplemental Information

Union Representation:

This position is not represented by a union.

Schedule:

The general schedule will be an average of 20 hours per week on a Monday-Friday schedule between June 1-August 31. Some evening and weekend hours are required.

How to apply:

Submit a completed application, resume, and supplemental questions in an email to: recruitment@corneliusor.gov or deliver to Cornelius City Hall, 1355 N Barlow St. Cornelius, OR 97113. **Incomplete applications or those missing a resume or supplemental questions will not be considered.** Human Resources must receive applications by 1:00 pm on Monday, May 15, 2023.

The City of Cornelius is an equal opportunity employer and does not discriminate on the basis of age, sex, marital status, race, color, creed, mental or physical disability, religion, national origin, familial status, sexual orientation, gender identity, or source of income in the admission or access to, or employment in, its programs or activities.

Teen Library Intern Supplemental Questionnaire

1. The selected candidate will need to be available to work an average of 20 hours per week on a Monday-Friday schedule between June 1-August 31. The library can offer some flexibility in scheduling to accommodate school start and end dates and vacation plans. If hired, when would you generally be able to work? Please select all the days and times you are available.
 - a. Monday 10-6
 - b. Tuesday 10-6
 - c. Wednesday 10-8
 - d. Thursday 10-8
 - e. Friday 10-8
 - f. Saturday 10-6
 - g. Sunday 10-6
2. Please list any blocks of time you already know you will not be available this summer (ex. for a vacation, camp, sports, etc.)
3. In 2-3 paragraphs, please tell us how this internship aligns with your interests and skills.
4. In 2-3 paragraphs, please share any experience you might have working/interacting with people of different backgrounds.